

8APC-22125

**SECRET**

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6 December 1957

MEMORANDUM FOR : Project Director of Development and Procurement

THRU : Project Contracting Officer

SUBJECT : Recommendation to Change Film Requirement Procedures.

1. The current procedures to determine film requirement and order is cumbersome. It is recommended the following method be utilized to simplify and definitely establish responsibilities in the utilization and procurement of film.

A. Operation and Materiel each month meet, preferably not later than the 25th, and after comparing consumption, existing inventory and future needs, submit a list to the Contracting Officer who in turn will place order with EK. This list will itemize film by type and quantities needed.

2. It is believed this procedure will eliminate considerable paper work and paper shuffling and fix responsibility where it rightfully belongs. Essentially:

- A. Operation - Knows what they need and where and when they will need it.
- B. Materiel - Transports, stores and handles inventories.
- C. Contracts - Orders materials or items requested by the user.

ILLEGIB



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L/Col. USAF

PS/DCI:LSK:bas

Distribution:

Orig. - Addressee

→ 2. - Proj. Contracting Officer

3. 

4. - Proj. Chrono (RI)

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